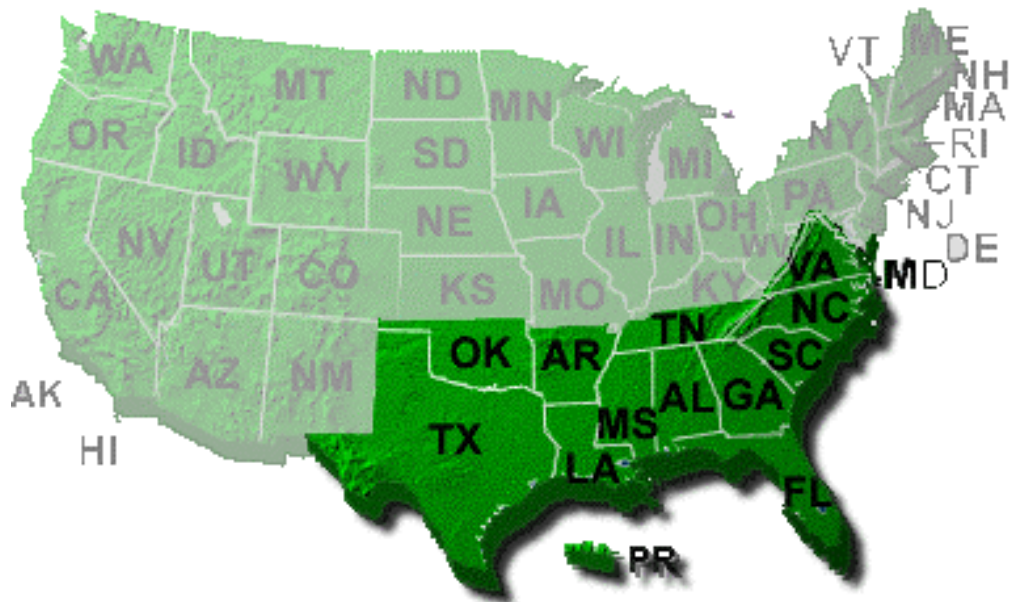




# **SOUTHERN PLANT BOARD**



## **OFFICER'S HANDBOOK**

## **SOUTHERN PLANT BOARD OFFICER'S HANDBOOK**

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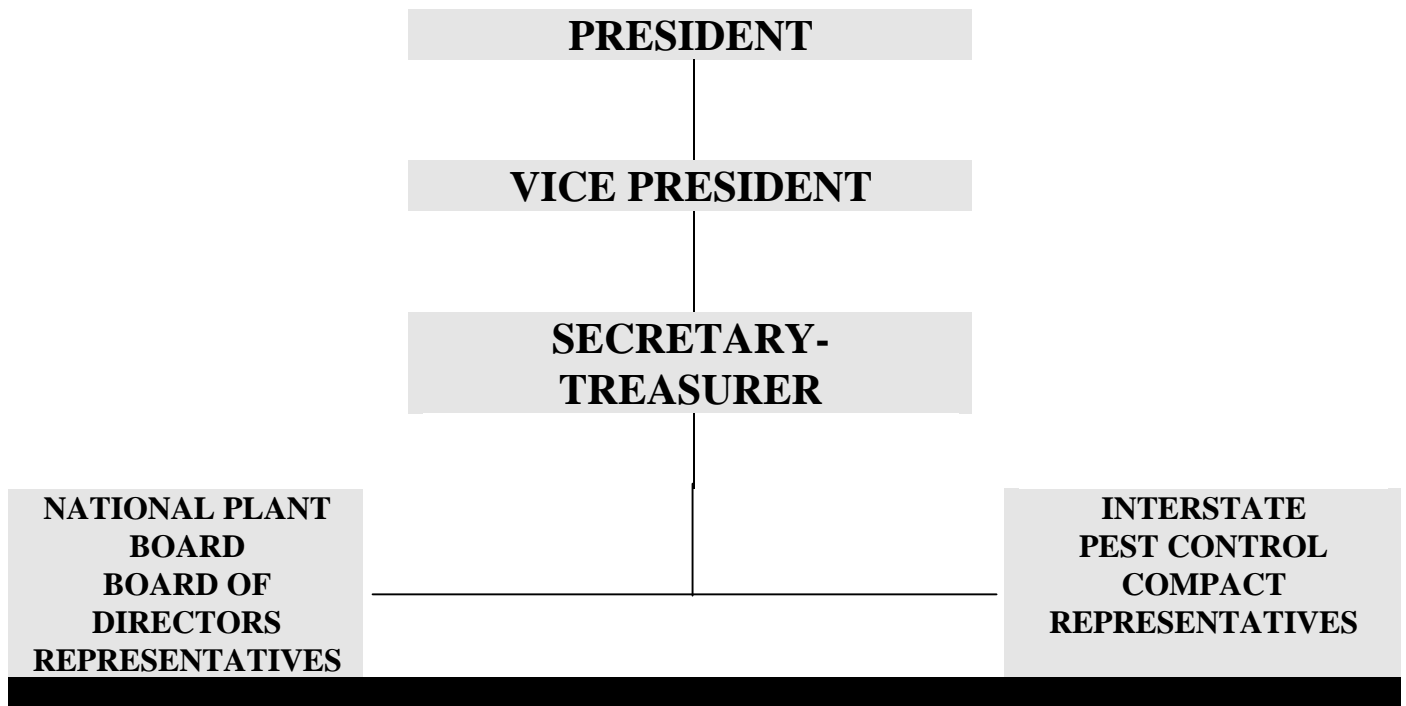
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**SOUTHERN PLANT BOARD  
MEMBER STATES**

**I. SOUTHERN PLANT BOARD  
ORGANIZATIONAL CHART**



# **SOUTHERN PLANT BOARD REPRESENTATIVES FROM MEMBER STATES**

ALABAMA

ARKANSAS

FLORIDA

GEORGIA

LOUISIANA

MISSISSIPPI

NORTH CAROLINA

OKLAHOMA

PUERTO RICO

SOUTH CAROLINA

TENNESSEE

TEXAS

VIRGINIA

ALABAMA

Guy Karr  
John Bloch

ARKANSAS

Don Alexander  
David Blackburn

FLORIDA

Richard Gaskalla  
Connie Riherd

GEORGIA

Mike Evans  
Philip Haney

LOUISIANA

Craig Roussel  
Tad Hardy

MISSISSIPPI

Ed Dyess  
Benny Graves

NORTH CAROLINA

Bill Dickerson  
Gene Cross

OKLAHOMA

Sancho Dickinson

PUERTO RICO

Nilda Perez  
David Padilla

SOUTH CAROLINA

Jack Jackson  
Ken Glenn

TENNESSEE

Gray Haun  
Rich Emerson

TEXAS

Shashank Nilakhe  
David Kostroun

VIRGINIA

Frank Fulgham

# **SOUTHERN PLANT BOARD OFFICERS**

**2001 - 2002**

## **PRESIDENT**

Connie Riherd, Florida

## **VICE PRESIDENT**

Craig Roussel, Louisiana

## **SECRETARY-TREASURER**

Gray Haun, Tennessee

## **NATIONAL PLANT BOARD OF DIRECTORS**

Connie Riherd, Florida  
Bill Dickerson, North Carolina  
Shashank Nilakhe, Texas

Craig Roussel, Louisiana - Alternate

## **INTERSTATE PEST CONTROL COMPACT REPRESENTATIVES**

Bennie Graves, Mississippi  
Mike Evans, Georgia

## **II. CONSTITUTION AND BY-LAWS**



# SOUTHERN PLANT BOARD CONSTITUTION

## Article I

Section 1. NAME: This organization shall be known as the Southern Plant Board.

Section 2. MEMBERS: The Southern Plant Board membership shall be composed of the official state or commonwealth plant regulatory agencies of the following states and/or commonwealths:

Alabama	North Carolina
Arkansas	Oklahoma
Florida	Puerto Rico
Georgia	South Carolina
Louisiana	Tennessee
Mississippi	Texas
Virginia	

Each member state or commonwealth may at the discretion of the chief regulatory officer appoint a second Southern Plant Board representative to assist and participate in Board activities or functions. The membership shall be eligible to serve as Southern Plant Board officers or committee representatives provided all other provisions of the Constitution are complied with.

## Article II

Section 1. PURPOSE: The purpose of this organization shall be to promote better understanding and efficiency in the administration of laws and other written instruments of regulatory authority between states to protect the agricultural and horticultural industries on state, national or international levels.

## Article III

Section 1. VOTING: In the transaction of Southern Plant Board official business, each member state or commonwealth shall be entitled to one vote per state or commonwealth which is to be cast by the chief plant pest control regulatory official, or his authorized representative from his own state or commonwealth.

Section 2. QUORUM: A quorum shall consist of a number of members representing a majority of the member states.

Section 3. CONDUCT OF MEETINGS: All meetings of the Southern Plant Board shall be conducted in accordance with Robert's "Rules of Order" except when there is conflict with this constitution and bylaws, in which case the constitution and bylaws shall prevail.

## Article IV

Section 1. OFFICERS: The officers of this organization shall consist of a president, vice-president and secretary-treasurer, to be elected annually for a maximum of two years, or until their successors are elected and qualified. Officers are eligible for re-election. All officers shall, on expiration of their terms, surrender to their successors all Southern Plant Board property.

Section 2. NATIONAL PLANT BOARD-BOARD OF DIRECTORS. All Southern Plant Board members in good standing are eligible for membership with the National Plant Board. The Southern Plant Board president shall serve as a delegate representing the Southern Plant Board on the National Plant Board-Board of Directors. There shall be elected one at-large delegate to represent the Southern Plant Board on the National Plant Board-Board of Directors. The at-large delegate shall be elected each year and shall serve for a term of one year. The at-large delegate is eligible for re-election. The third delegate shall be the Southern Plant Board member currently serving as an officer/immediate past president of the National Plant Board. If this delegate resigns from service, the Southern Plant Board president shall appoint a replacement delegate until members elect a permanent replacement. In the event a duly authorized delegate to the National Plant Board-Board of Directors cannot attend a scheduled meeting, then the president of the Southern Plant Board shall designate an alternate attendee.

Section 3. EXECUTIVE COMMITTEE: The executive committee of this organization shall consist of the officers, the immediate past Southern Plant Board president, and the Southern Plant Board at-large delegate to the National Plant Board-Board of Directors.

## Article V

Section 1. AMENDMENTS: The Constitution may be amended at any meeting by three-fourths vote of the states represented, provided those present constitute a quorum and provided the proposed amendment or amendments have been submitted to each member thirty (30) days before the meeting

## BYLAWS

Article I: The duties of the officers shall be such as are ordinarily performed by such officers in similar organizations.

Article II: The officers and representatives of this Board shall be elected by written ballot.

Article III: The executive committee shall function in all matters for the Board in the interim between meetings. Action of the executive committee shall be communicated to all members of the Board.

- Article IV: The president shall appoint members to such committees as deemed necessary to conduct the business of the Board.
- Article V: A sum of money as determined by the Board shall be paid by the members to the Board to finance its operations. The Board, at its discretion shall appropriate to the National Plant Board a sum of money to finance its operation in accordance with the needs and available funds. Money paid by member states to the treasury of the Southern Plant Board shall be available for paying ordinary expenses of the Board, including the payment of part or all of the expenses of the Board's delegates to the annual National Plant Board Meeting, or to special meetings of the National Plant Board, insofar as funds will permit.
- Article VI: The time and place of the annual meeting shall be determined by the executive committee.
- Article VII: Special meetings of the Board shall be called at the discretion of the executive committee or upon the petition of four (4) or more member states.
- Article VIII: An executive session of the Board shall be called by the President at the request of any member of the Board with the approval of the majority of the Board Members present. Members may have their agency associates attend executive sessions. Nonmembers may appear before the Board upon majority vote of the membership present.
- Article IX: The bylaws may be amended at any meeting by a three-fourths vote of those present, providing those present constitute a quorum.
1. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 2-4, 1975.
  2. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 18-21, 1983.
  3. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, Jackson, Mississippi, April 13-16, 1992.
  4. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, Huntsville, Alabama, April 9-11, 2001.

**Last updated 4-2001**

### **III. JOB DESCRIPTIONS**

## **JOB DESCRIPTIONS**

**PRESIDENT** - Provides overall coordination and leadership for the Southern Plant Board (SPB), acting as a key contact regarding plant protection and quarantine issues that may arise that are of regional significance.

Acts as the SPB liaison with the National Plant Board Chairman.

Provides oversight and direction in planning and conducting the SPB annual meeting. Works very close with the local arrangement's host (state contact) to determine that all details are covered for meeting.

Assumes responsibility for contacting major SPB sponsors regarding meeting support. Keeps local arrangements individual apprized of support. Local arrangements committee can seek additional local support for meeting and associated activities.

Coordinates committee and other working assignments with the SPB.

Appoints standing committees for the annual SPB meeting at least thirty (30) days in advance of the meeting.

Serves as an alternate delegate to the National Plant Board Executive Committee and National Plant Board Council meetings should elected delegates be unable to attend.

Responsible for preparing and distributing SPB program draft program to members thirty days in advance of meeting. Program planning and development can be shared with the Vice President. Responsible for seeing that 100 copies of the final program are available for distribution at the beginning of the annual meeting.

**VICE PRESIDENT** - Shares responsibility with President for developing the Southern Plant Board annual meeting program (i.e., speakers). Send out a call for topics for discussion/presentation at the SPB meeting at least ninety (90) days in advance of the meeting dates.

Confirm topics and speakers forty-five (45) days in advance of the meeting. Coordinates and communicates information with the local arrangements contact in the state hosting the meeting.

Serves as Chairman, Resolutions Committee. Type and distribute SPB resolutions to distribution as indicated on each resolution. Track resolution follow-up for reporting at next annual meeting.

Assist and serve the SPB in other capacities as directed by the SPB Chairman.

Make sure the plaque is prepared to present to outgoing SPB President at the annual meeting every other year.

**SECRETARY/TREASURER** - Responsible for recording minutes of the SPB annual meeting, and/or any other special called meetings, and publish and distribute annual meeting proceedings by December of the current year. The need for recording equipment should be coordinated with the local arrangements contact.

Prepare and mail out SPB dues invoices to SPB member states ninety (90) days in advance of the SPB annual meeting.

Pay National Plant Board (NPB) dues to NPB treasurer in March each year.

Manage SPB funds (i.e., open checking account, deposit monies in savings and/or certificate of deposit, and prepare financial report for review at the SPB meeting). Fifty copies of the financial report should be brought to the annual meeting for distribution.

Responsible for the preparation of Distinguished Service Awards for retiring SPB members.

Responsible for updating of Southern Plant Board Officer's Handbook.

Assist and serve SPB in other capacities as directed by the SPB President.

**LOCAL ARRANGEMENTS CONTACT** - Select and secure hotel/motel facility for SPB annual meeting.

Work with hotel/motel representatives to schedule meeting rooms, meeting socials, banquets, coffee breaks, etc. associated with planned meeting. (**Note:** Some sponsors prefer to personally arrange events with the hotel. President/Vice President needs to communicate with local arrangements contact as to who these individuals are and when events are planned.)

Make arrangements and secure equipment needed for meeting speakers (i.e., slide projector, overhead projector, video projector, projection screen if not available in meeting room, etc.) In addition, meeting recording equipment and a word processor with operator should be provided.

Plan for afternoon field trips/tour associated with SPB meeting (usually 2nd day of meeting).  
Plan for guests program if enough indicate attendance based on preregistration information.

Communicate with SPB President to determine that all bases are being covered.

Arrange for the Commissioner of Agriculture or other city official to welcome the group to the state.

## **IV. COMMITTEES & RESPONSIBILITIES**

## **Southern Plant Board Committees and Responsibilities**

The Southern Plant Board has four basic committees that function at each annual meeting. They are listed below with a brief description of their responsibilities. It is the responsibility of the Southern Plant Board President to appoint the Committees well in advance (45 days) of the annual meeting whereby committees can gather and assemble information needed for the meeting.

1. Resolutions Committee - The Vice President, Southern Plant Board, automatically chairs this committee. The committee annually consists of four individuals. The Chairman of the Resolutions Committee should send out a call for resolutions 30 days in advance of the meeting to all SPB members. When possible, resolutions should be submitted in advance of the meeting or brought to the meeting in draft form in the format requested by the Resolutions Committee Chairman. The Vice President is responsible for the typing, editing, and distribution of the resolutions passed at the annual meeting. Distribution should be made as soon as possible after the annual meeting. Copies should be distributed to all SPB members, officers of the Regional Boards (Eastern, Central and Western), National Plant Board officers, National Association of State Departments of Agriculture (NASDA), and others specified on the resolution.
2. Nominating Committee - This committee usually consists of 3-4 members including the committee chairman. Individuals considered for nomination for the various offices and positions should be contacted to see if they are willing to serve. Individuals should also be active in the Southern Plant Board and able to attend the annual meetings, National Plant Board meeting, National Plant Board Council meetings, and any other special "called" meetings. Refer to the organizational chart to determine the offices and positions involved.
3. Awards and Necrology Committee - This committee usually consists of 3-4 members including the committee chairman. This committee has the responsibility for selecting and nominating individuals for three different awards, namely the NASDA Honor Award, the AAN/ESA Distinguished Achievement Award, and the Carl Carlson Distinguished Achievement Award. These individuals can be state or federal and should be individuals that have contributed to regulatory and plant quarantine programs in their respective states, involved in regional and national plant board meetings and programs, and/or hold leadership positions in these and other organizations/associations involved in plant protection programs, etc.

Refer to Section IV to review the rules governing these awards. Upon nomination of individuals for the NASDA and AAN/ESA awards, the committee must solicit the assistance or service from a colleague familiar with the nominee's responsibilities, accomplishments, etc. to complete a write-up on him/her following the guideline as soon as possible. The nominee for the AAN/ESA award must be a member of the Entomological Society of America (ESA). Nominations for the Carl Carlson award could be solicited and submitted in advance of the meeting by SPB Directors, Head, etc. This award is relatively new and is for individuals/employees in regulatory and plant protection work that are not involved in administration type work (refer to rules in Section IV).

The committee chairman has the responsibility for submitting the nomination write-ups to the chairman, National Plant Board by June 1. The committee chairman should also write and



send a copy of the AAN/ESA nominee write-up to the branch President/Chairman of the Southeastern and Southwestern Entomological Society of America informing them that the enclosed individual was the Southern Plant Board's nominee for the AAN/ESA award and request their support for this individual through their respective Regulatory Committee. The SPB chairman should receive a copy of information and accompanying letters.

The committee chairman should also notify the SPB members (30 days in advance of meeting) requesting the names and a short summary or work history on any individuals that have retired or died since the last meeting. The SPB secretary will prepare a SPB certificate, have it framed, and forward to retirees via state regulatory official.

4. Auditing Committee - This committee is usually composed of 2 individuals including the committee chairman. It has the responsibility for reviewing the financial records of the SPB to determine that invoices and receipts are available for disbursements and appropriate accounting procedures are being utilized in the maintenance of SPB funds. Recommendations can be made by the committee for improvements in record keeping procedures, and the Board should be notified of any concerns or discrepancies revealed during the auditing process.

## **V. HONORS AND AWARDS**

## MEMORANDUM

To: Commissioners, Secretaries and Directors  
Affiliate Organization Presidents

From: Richard W. Kirchhoff

Subject: Request for Nominations 1995 NASDA Honor Awards Program

Date: May 19, 1995

Since 1972, NASDA has conducted its annual honor awards program for employees of the state departments of agriculture. It has become an important part of our annual meeting program and gives recognition to outstanding professionals who work for NASDA members.

The recipients are selected by an independent panel of judges who are familiar with the work of state agriculture agencies, but not employed by NASDA or any member states. Actual presentation of the awards occurs as a highlight of our Annual Meeting in September.

We have polled previous members of the panel of judges about the criteria used in choosing past Honor Award winners. They said many factors enter into the judging decision, but indicated the following were most frequently used:

1. A clear concise description of the candidate's specific contributions and accomplishments in his or her field of work.
2. Details of specific instances of outstanding performances.
3. Years of service are considered, but not a deciding factor. The award should be for outstanding contributions to the individual's profession, not basically a "retirement" or longevity award.
4. Participation and service in state, regional and national job-related organizations.
5. Recognition awards given by peers.
6. Ability to be innovative and solve problems.
7. Progressive upward mobility in job.
8. Ability to work harmoniously with others.
9. Examples of concrete accomplishments and achievements which have benefited the state.

NASDA will make one award presentation in each of the following categories:

Administration - individuals in purely administrative positions.

Service - all others.

Each state or affiliate organization may submit only one nomination. Please be sure to indicate on the nomination form the category for which your nominee should be considered-- administration or service. Enclosed are the rules under which the program operates, together with a nomination form.

After the judges panel makes its selection in the two categories and the awardees are properly honored at the 1995 NASDA Annual Meeting, the two awardees automatically become NASDA's nominees for the 1995 U.S. Department of Agriculture Recognition event held in the autumn in Washington, D.C. in 1996.

The deadline for receiving these award applications in the NASDA office is July 7, 1995. Thank you for your cooperation and please do not hesitate to call if you have any questions or need additional information.

RWKdm  
Enclosures

**Rules Governing the NASDA Honor Awards Program**

I. Eligibility

- A. Any State Department of Agriculture employee below the level of Commissioner is eligible to be considered.
- B. Selections will be made in each of two categories (Please indicate on the nomination form in which category your nominee is to be considered; one category only):
  - 1. Administration
  - 2. Service

II. Nomination

- A. Each Commissioner, Secretary or Director of Agriculture may nominate one person from their department.
- B. Each of the 20 Affiliate Organizations of NASDA may nominate one member from their individual organization.

III. Selections

- A. The Executive Vice President of NASDA will appoint a Selection Committee, made up of agriculture-oriented people outside of NASDA, to study the nominations and to select one recipient in each of two categories.
- B. The selections shall be made prior to the NASDA Annual Meeting, with the recipients being named during the Annual Meeting.
- C. The two NASDA Honor Award recipients will be the NASDA nominees for the annual USDA Honor Awards Program.
- D. The nomination forms are to be returned to the NASDA Washington office by July 7, 1995. This is the deadline for nominations, and no nominations will be accepted after that date.

May 19, 1995

NASDA Honor Award  
Nomination

1. Department or Associate Organization:
  
2. Type of Nomination (check one):  

\_\_\_\_\_ Administration

\_\_\_\_\_ Service
3. Nominee:
4. Position of Nominee:
5. Official Headquarters:
6. Basis for Nomination (nominee's achievements):

(continued on next page)

National Association of  
State Departments of Agriculture  
(Page 2 of 4)

Detailed Basis for Nomination (continued from page 1):

7. Value and Extent of Contribution(s):

8. Career Resume (a brief description of positions held during period of performance):



9. Publications (list only those pertinent to the nomination):

10. Honors and Awards:

11. Nominations submitted by:

(Commissioner, Secretary, Director of Affiliate Organization President)

Organization:

Address:

Telephone:

Date:

Send to Richard W. Kirchhoff, Executive Vice President and CEO,  
1156 15th Street, N.W., Suite 1020, Washington, D.C. 20005  
Fax # 202-296-9686

May 19, 1995  
RWK/dm

# NASDA DISTINGUISHED REGULATORY AWARD

## SOUTHERN PLANT BOARD NOMINEES

YEAR	NOMINEE
1988	Jack Coley, MS
1989	Howard Singletary, NC
1990	Howard Singletary, NC
1991	Guy Karr, AL
1992	Al Elder, AL
1993	Richard Gaskalla, FL
1994	Richard Gaskalla, FL
1995	Richard Gaskalla, FL
1996	Richard Gaskalla, FL
1997	Don Alexander, AR*
1998	Bill Dickerson, NC
1999	Bill Dickerson, NC
2000	Bill Dickerson, NC
2001	Bill Dickerson, NC

\*Declined the nomination since he is a NASDA member and therefore ineligible.

## SOUTHERN PLANT BOARD RECIPIENTS

YEAR	RECIPIENT
1988	Jack Coley, MS
1993	Howard Singletary, NC
1996	Richard Gaskalla, FL

### **Distinguished Achievement Award in Regulatory Entomology<sup>1</sup>** (Sponsored by the American Nursery & Landscape Association)

The purpose of this award is to honor regulatory entomologists for their valuable contributions to American horticulture. The award, established in 1975 by the American Nursery & Landscape Association consists of \$500.00 and an inscribed plaque.

Eligibility. The nominee must have demonstrated excellent performance through innovations in insect detection techniques, pest control operations, regulatory activities, and regulatory entomology training efforts. Previous recipients of this award are not eligible for future nominations. Nominees must be ESA members.

**Award Procedures.** Nominations should be submitted in the following format:

1. Biographical sketch of nominee
2. Photograph (black and white, passport size)
3. Professional improvement efforts, job experience, and other professional responsibilities or achievements
4. Membership and offices held in honor societies
5. Leadership and participation in professional societies and awards
6. Evaluation and appraisal of nominee
7. Accomplishments with emphasis on service to American horticulture

One nomination may be submitted from each branch president through the Branch Awards Canvassing Committee, the National Plant Board through its chair, the Plant Protection and Quarantine Programs Animal and Plant Health Inspection Service, and USDA through its deputy administrator. All nominations should reach the National Office not later than July 1.

**Re-submission of a Nomination.** Re-nomination of candidates is encouraged. A formal letter of re-nomination must be submitted each year prior to the submission deadline. Previously submitted documentation will be retained for one year, and only new information need be forwarded with the letter.

**Award Procedures at the ESA Annual Meeting.** The presentation is made at the ESA Annual Meeting and the recipient must be present to receive the award.

**Committee Procedures.** The awards committee will be comprised of the current chair of Section Eb and the immediate past two chairs of Section Eb. The current chair of Section Eb will be the awards committee chair. The person selected will be made known to the Executive Director of the Society on or before September 1.

## NOMINATION FOR ESA DISTINGUISHED REGULATORY ENTOMOLOGY AWARD<sup>1</sup>

I. Nominee's Name:

Address:

II. Nominated as the: (cite the Appropriate one)

ESA Branch nominee

National Plant Board nominee

PPQ/APHIS nominee

III. Education (field, degrees, and institutions):

IV. Member of ESA since:

Branch affiliation:

- V. Positions held:
  - A. Current:
  - B. Previous:
- VI. Biographical sketch:
- VII. Significant factors supporting nominee for this award:
  - A. Professional improvement efforts:
  - B. Professional responsibilities or achievements:
  - C. Membership and offices held in honor societies:
  - D. Leadership and participation in professional societies:
  - E. Previous awards or recognition:
  - F. Evaluation and appraisal of nominees accomplishments (with special emphasis on service to American horticulture):
- VIII. Supplemental information to support nominee:
  - A. Publications (list only important ones not discussed under VII above):
  - B. Activities in civic organizations:
  - C. Other interests or accomplishments outside the profession of entomology:
- IX. Proposal initiated by:
- X. Proposal supported by (optional, as are letters supporting the nominee):
- XI. Please attach any additional background information and documentation, which supports the nominee.

<sup>1</sup>Initiators of nominations for this award are requested to follow this outline when preparing supporting data for a nominee. This will aid the evaluation process by providing more uniform, similarly organized documents to review.

**ANLA/ESA AWARD**

## **ANLA/ESA AWARD**

### **SOUTHERN PLANT BOARD NOMINEES**

<b><u>YEAR</u></b>	<b><u>NOMINEE</u></b>
<b>1988</b>	<b>Howard Singletary, NC</b>
<b>1989</b>	<b>Richard Gaskalla, FL</b>
<b>1990</b>	<b>Richard Gaskalla, FL</b>
<b>1991</b>	<b>Howard Singletary, NC</b>
<b>1992</b>	<b>Guy Karr, AL</b>
<b>1993</b>	<b>Homer Collins, USDA</b>
<b>1994</b>	<b>Homer Collins, USDA</b>
<b>1995</b>	<b>Bill Dickerson, NC</b>
<b>1996</b>	<b>Vic Mastro, USDA</b>
<b>1997</b>	<b>Tad Hardy, LA</b>
<b>1998</b>	<b>Tad Hardy, LA</b>
<b>1999</b>	<b>Tad Hardy, LA</b>
<b>2000</b>	<b>Tad Hardy, LA</b>
<b>2001</b>	<b>Tad Hardy, LA</b>

### **SOUTHERN PLANT BOARD RECIPIENTS**

<b><u>YEAR</u></b>	<b><u>RECIPIENT</u></b>
<b>1990</b>	<b>Richard Gaskalla, FL</b>
<b>1992</b>	<b>Howard Singletary, NC</b>
<b>1994</b>	<b>Homer Collins, USDA</b>
<b>1995</b>	<b>Bill Dickerson, NC</b>

## **CARL CARLSON AWARD**

### **GOVERNING THE CARL CARLSON Distinguished Achievement Award in Regulatory Plant Protection**

#### **Rules**

The purpose of this award is to recognize and honor individuals that have distinguished themselves in the field of regulatory plant protection. Those who have consistently upheld the principles of plant protection and quarantine and the ideals of the National Plant Board (NPB) in serving those citizens and industries regulated. The award was established in 1994 in remembrance of Carl Carlson, Iowa State Entomologist, by the Pioneer Hi-Bred International, Inc., consisting of \$250.00 and an inscribed plaque. The presentation of the award will take place each year at the annual meeting of the NPB.

Active employment (past or present) in an agency dealing with plant pest regulatory activities is a prerequisite for a candidate. The nomination shall include: a biographical sketch of the nominee, a photograph, a brief description of professional duties, job experience, other professional responsibilities or achievements, leadership and participation in related endeavors, awards and an evaluation and appraisal of the nominee's accomplishments.

The nominee must have demonstrated excellent performance in regulatory activities, regular and active participation in appropriate meetings and recognized by peers as caring to the needs of all clientele being served. Previous recipients of this award are not eligible. The re-nomination of candidates for this award is welcome. Submit a formal letter of re-nomination each year before the submission deadlines. You need to send only new information, as the NPB awards committee will retain all candidate documentation for two years.

The following may each submit one nomination: (1) each Regional Plant Board Chair through his or her award's committee, (2) the USDA, Animal and Plant Health Inspection Service, Plant Protection and Quarantine Programs, (USDA, APHIS, PPQ) through its Deputy Administrator.

Submit all information on the nominees by June 1 to the current Chairman of the NPB. The selection of the honoree will be made by vote of the NPB Executive Committee.

# CARL CARLSON AWARD

## SOUTHERN PLANT BOARD NOMINEES

<u>YEAR</u>	<u>NOMINEE</u>
1994	Paul Hornby, FL
1995	Tad Hardy, LA
1996	Terry Smith, FL
1997	Terry Smith, FL
1998	Terry Smith, FL
1999	Terry Smith, FL
2000	Janetta Cooper
2001	Janetta Cooper

## SOUTHERN PLANT BOARD RECIPIENTS

<u>YEAR</u>	<u>NOMINEE</u>
1996	Tad Hardy, LA
2001	Janetta Cooper

Last updated 1-2002

